

Dispatch Order #: _____

Please Check One:
 Regular Day Trip
 Extended Day Trip
 Overnight Trip

EAST STROUDSBURG AREA SCHOOL DISTRICT

FIELD TRIP REQUEST FORM

The top section of this form is to be completed by the staff member seeking permission to make the trip. It should be submitted to the building principal for approval at least thirty (30) days prior to the desired day trip date or sixty (60) days prior to an overnight trip. Buses and trips will be approved on a first-come, first-served basis. All field trips made during regular school days should be scheduled between 8:30 A.M. and 1:45 P.M. Drivers will be assigned by the Transportation Office. Do not request specific drivers.

SCHOOL North High School GROUP TSA REQUESTOR Michael Korb

DESTINATION Nashville, Tennessee GRADE(S)/LEVEL(S) 9-12

DIRECTIONS TO DESTINATION OBTAINED (Please check) YES NO

DATE June 18 - June 26 PLACE OF DEPARTURE (Be Specific) Stroudsburg HS

NUMBER OF STUDENTS MAKING TRIP 5 NUMBER OF SCHOOL BUSES NEEDED 0

BUS ARRIVAL TIME (For pre-departure preparation) 11:45 PM on June 18th at Stroudsburg HS

BUS DEPARTURE TIME (After all pre-trip preparation is complete) 12:15 AM June 19th at Stroudsburg HS

RETURN TIME (When bus(es) arrive back at school for other duties) 4:00 PM June 26th at Stroudsburg HS

PURPOSE OF TRIP (Include relationship to present curriculum area being covered) Students will participate in various National Competitive events

NUMBER OF CHAPERONES REQUIRED (See Board Policy No. 121) 2 *

* List must be submitted to the building principal at least two (2) weeks prior to the date of the trip.

PROJECTED COST OF TRIP:	# of Substitutes _____	X # of Days <u>TSA</u>	=	\$ <u>91.00</u>
	Transportation Costs (as is applicable)			\$ <u>2400.00</u>
	Admission/Registration Fees			\$ <u>630.00</u>
	Miscellaneous (Please list) <u>Hotel</u>			\$ <u>5273.00</u>
		<u>VEX Robotics Activities</u>		\$ <u>470.00</u>
	Grand Total	<u>Food</u>		\$ <u>1982.00</u>

Total: \$10,686.00

PROCEDURAL PLAN/RAIN DATE IN CASE OF POSTPONEMENT/CANCELLATION: _____

SIGNATURE -- Staff Member Making Request [Signature] DATE 5/16/2012

SIGNATURE/APPROVAL -- Building Principal [Signature] DATE 5/16/12

SIGNATURE/APPROVAL -- Director of Athletics and Activities* _____ DATE _____
* As is applicable

BUS AVAILABILITY -- Transportation Office _____ DATE _____

SIGNATURE -- Asst. Supt./Curriculum & Instruction _____ DATE _____

SIGNATURE -- Superintendent [Signature] DATE 5-16-12